

## PermitMe Job Aid 8001 – Guide for New PermitMe Users

**Use this PermitMe Job Aid to:** Apply for a new work permit in PermitMe.

**Requirements:** User must hold a valid PermitMe logon with 'Applicant' permission enabled

### To get a valid PermitMe logon:

- User has a valid working email address. Preferably a named company address however personal emails will work if no company email exists. See quick links below
- Generic shared emails will not be accepted as the system is unable to differentiate between users without specific user email address.
- PermitMe users with a valid Todd assigned email address either xxx@toddenergy.co.nz or xxx@toddcorporation.com can access the Todd Energy PermitMe log in guide

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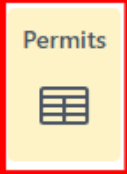
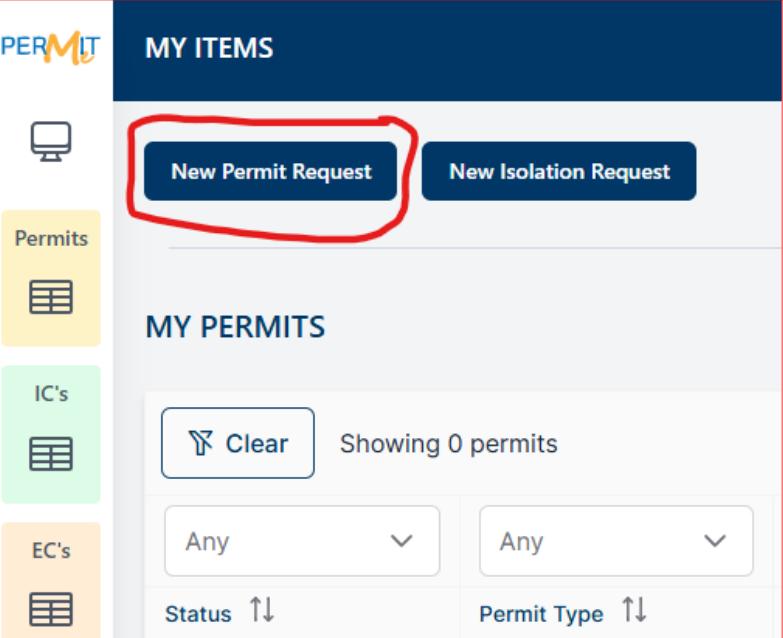
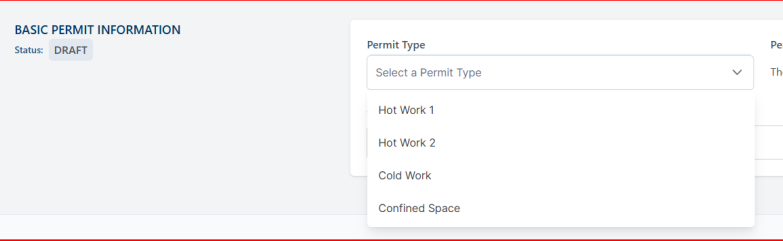
- PermitMe users without a valid Todd assigned email address either xxx@toddenergy.co.nz or xxx@toddcorporation.com can access the Todd Energy PermitMe log in guide for Contractor staff.

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### To get valid applicant permission in PermitMe:

- User must hold a valid 17588 Todd Energy
  - PermitMe Permit applicants (PA) are checked to ensure they hold US17588 in the Todd Energy CMS.
  - NOTE: This is a one-time check conducted at the time of request for initial access into PermitMe and is not revalidated later.
- The PermitMe Administrators will validate that the applicant has a current Us 17588 and assign 'applicant' permission.

## To Add a Request to the PermitMe Isolation Register:

1	On opening PermitMe Click the Permits icon for the Permit Register on lefthand menu toolbar	
2	Click 'New Permit Request' button Top left corner of Permit Register.	
3	Select 'Permit Type' <ul style="list-style-type: none"> <li>○ Hot Work 1</li> <li>○ Hot Work 2</li> <li>○ Cold Work</li> <li>○ Confined Space</li> </ul>	
4	Fill out the following Task: Write short description (one sentence) covering Task. Note this is used as permit title  EM, Work Order or Project number: If you do not have one add n/a to Work order field.  Fill our rest of form	



<div>5</div>	<p>At end of form (bottom of form )</p> <p>Option 1</p> <p>“<b>Save as Draft</b>” This will save in your personal area to allow you to come back and amend before submitting to PI for review</p> <p>Option 2</p> <p>“<b>Details Missing – click here to validate</b>” button This will highlight required fields before submission to PI</p> <p>Option 3</p> <p>All required fields are correctly filled out and the “<b>Details Missing – click here to validate</b>” button changes to</p> <p>“<b>Submit Permit Request</b>”</p>	<div><div><div>Submit with Comments / Notes (Optional)</div><div></div><div>Comments / notes are helpful to provide additional context to Permit Issuers. They are included in the permit audit log but not printed on the permit.</div><div><div>Save as Draft</div><div>Details Missing - click to validate form</div></div></div><div><div>Submit with Comments / Notes (Optional)</div><div></div><div>Comments / notes are helpful to provide additional context to Permit Issuers. They are included in the permit audit log but not printed on the permit.</div><div><div>Save as Draft</div><div>Submit Permit Request</div></div></div></div>
<div>6</div>	<p>Permit is now awaiting PI review. Once authorised by Permit Issuer PCF staff will print ready for uplift and signatures to Endorse for first use</p>	



Revision History

<a href="#">Revision</a>	<a href="#">Published Date</a>	<a href="#">Reason for Issue</a>	<a href="#">Author</a>	<a href="#">Reviewer</a>	<a href="#">Reviewed Date</a>	<a href="#">Approver</a>	<a href="#">Approved Date</a>	<a href="#">Document Initiated</a>
0	09/09/2025	Review	Peter Martin	Brooke Goldsworthy	09/09/2025	Peter Martin	09/08/2025	09/08/2025